



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Meeting, Roles and Tools

Dates/Hour/Location: 5 April 05, Bldg 1520, 0800-1600

Course length: 1 Day

Registration Deadline: 25 March 05

Cost: \$100.00

Vendor/Address: Frederick Community College/JTA Customized
Training, 7932 Opossumtown Pike, Frederick, MD 21702

Course Overview:

Your Company Benefits When:

- ◆ Meetings are an efficient use of time
- ◆ Workgroups are productive during group & individual time
- ◆ Techniques & technology are implemented to enhance capabilities

Results

- ◆ Identify purpose of meetings & their outcomes
- ◆ Learn roles of individuals in the setting of a meeting
- ◆ Develop goals for effective meetings
- ◆ Understand the technological tools & facilitating techniques available that make meetings more productive

Target Audience: All Employees

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or
E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs,

faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).